



# PRODUCTIVITY TOOLKIT

To help you with that extra boost of  
motivation.

## THIS KIT CONTAINS

1. Monthly Goals template
2. Monthly Log
3. Daily Focus Planner
4. Book tracker
5. Habit breakdown explanation  
and template
6. Weekly schedule for  
behaviour activation
7. Monthly Review
8. Motivation Affirmations

by @olivecounselling

# MONTHLY GOALS

MONTH: .....

MENTAL AND PHYSICAL  
HEALTH

---

---

---

---

HOBBIES / LEARN A  
SKILL

---

---

---

---

FAMILIES AND FRIENDS

---

---

---

---

RELATIONSHIPS

---

---

---

---

PERSONAL  
DEVELOPMENT

---

---

---

---

MEDITATIVE AND  
SPIRITUAL PRACTICES

---

---

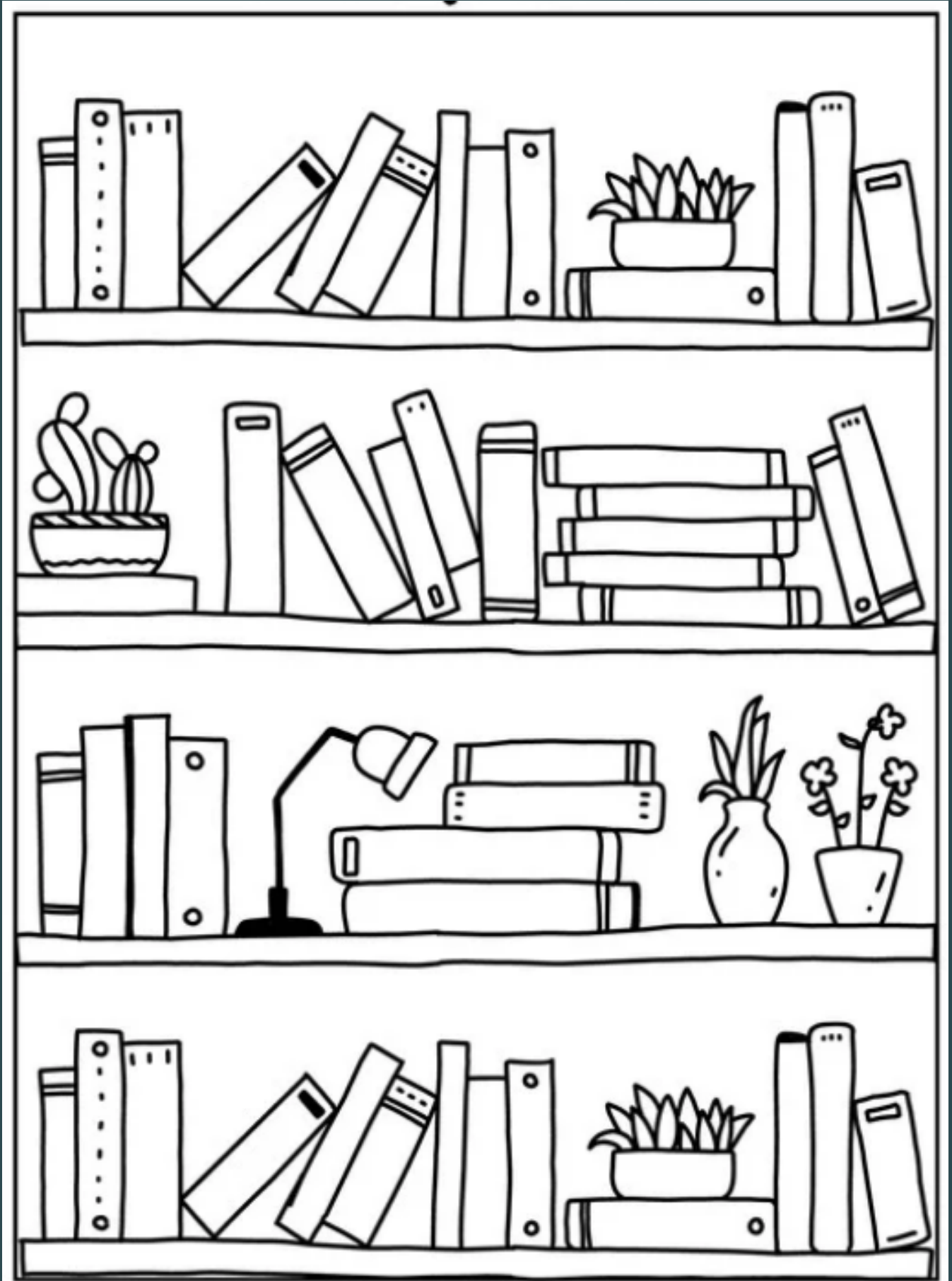
---

---





# BOOK TRACKER



# HABIT BREAKDOWN

One of the hardest parts of establishing a new habit is getting started. However, by breaking a habit into small steps and practicing for as little as 2 minutes every day, you can overcome this common barrier.

## HABIT BREAKDOWN PROCESS

1. Break your desired habit into 5 steps. The first step should be very easy and take no more than 2 minutes to complete. By the final step, you should be practicing the entire habit.
2. Complete step 1 every day, until it becomes a habit. You may complete more steps when you feel motivated, but completing step 1 consistently is the most important goal.
3. When step 1 becomes a habit, it serves as a building block toward step 2. At this point, make it your goal to complete steps 1 and 2 every day. Continue this cycle until each step becomes a habit.

## EXAMPLE

NEW HABIT	Walk for 30 minutes a day
STEP 1	Change into exercise clothes after work
STEP 2	Walk around the house / block
STEP 3	Walk for 10 minutes
STEP 4	Walk for 20 minutes
STEP 5	Walk for 30 minutes

# HABIT BREAKDOWN

**NEW HABIT:**

STEP 1	
STEP 2	
STEP 3	
STEP 4	
STEP 5	

# WEEKLY SCHEDULE FOR BEHAVIOR ACTIVATION

Create a schedule of activities that will lead to you having positive experiences in your day. If you're feeling depressed or unmotivated, it might be difficult to complete large or complex tasks. If this is the case, start with simple goals/ activities, and work your way up to more challenging activities.

DAY	MORNING	AFTERNOON	EVENING
EXAMPLE	<ul style="list-style-type: none"><li>• Wake up at 7am</li><li>• Eat a full breakfast</li></ul>	<ul style="list-style-type: none"><li>• Go for a 15 min walk</li></ul>	<ul style="list-style-type: none"><li>• Call a friend</li><li>• Practice a hobby</li></ul>
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			



# MONTHLY REVIEW

## STAR MOMENTS

---

---

---

---

---

---

---

---

## LESSONS LEARNT

---

---

---

---

---

---

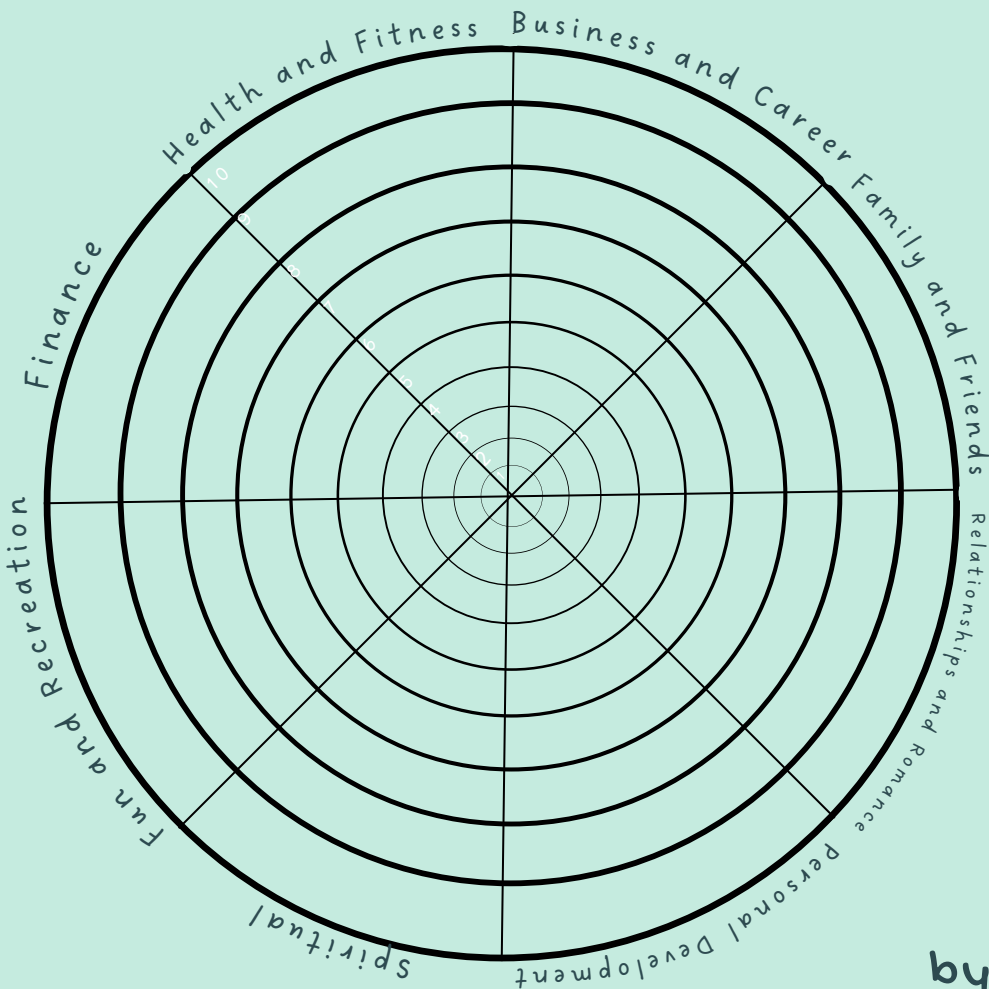
---

---

Monthly Rating

## AREAS OF GROWTH

How to use: Color in the sections and rate your growth out of 10!



---

---

---

---

---

---

---

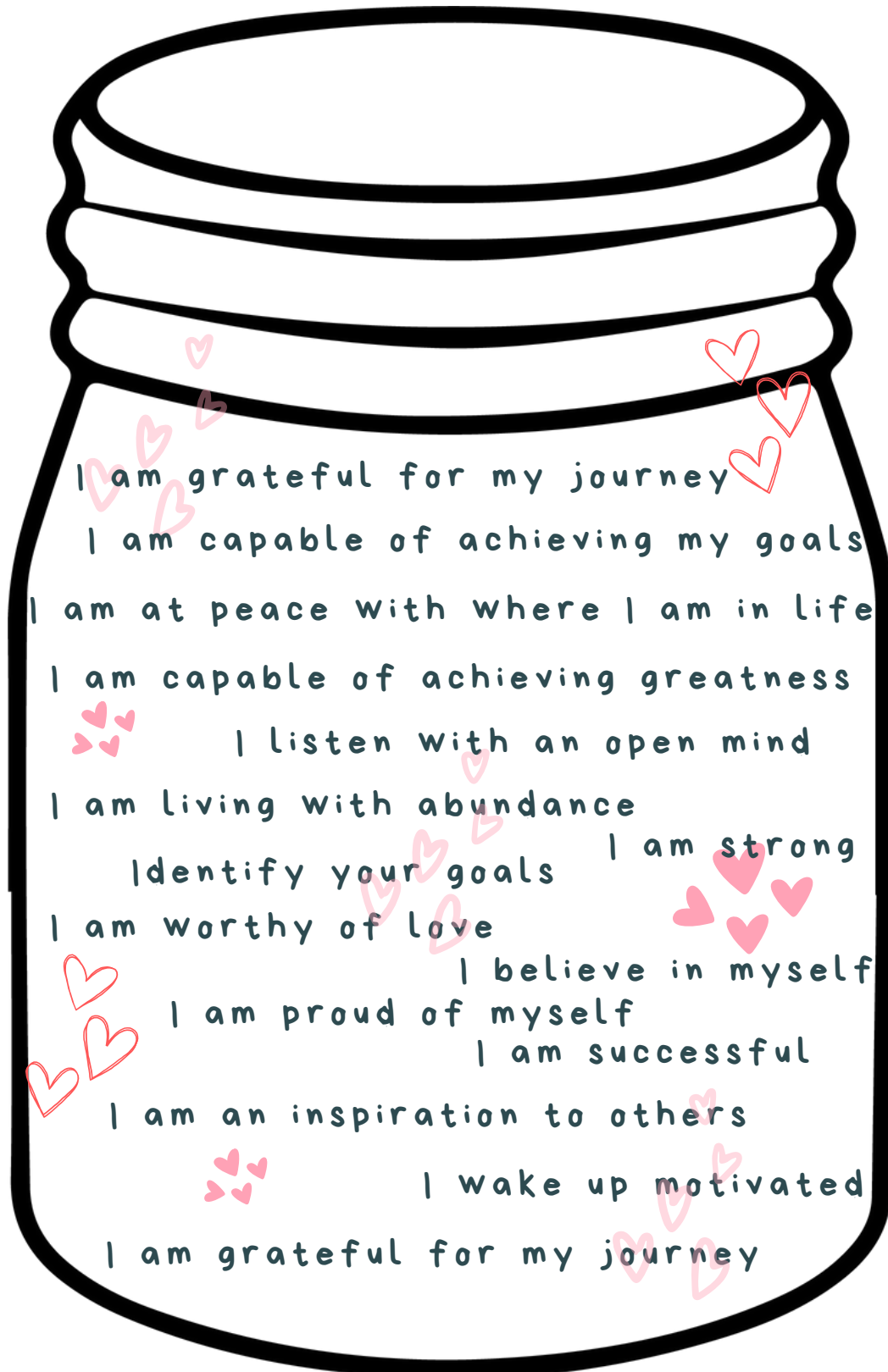
---

---

---

# AFFIRMATIONS

FOR MOTIVATION



I am grateful for my journey

I am capable of achieving my goals

I am at peace with where I am in life

I am capable of achieving greatness

I listen with an open mind

I am living with abundance

Identify your goals I am strong

I am worthy of love

I believe in myself

I am proud of myself

I am successful

I am an inspiration to others

I wake up motivated

I am grateful for my journey



Through the years I have tried a lot of methods to keeping my motivation level up there, and productivity satisfactory, but non really worked well for me. Many of the contents in this toolkit, plus therapy, have helped me on various occasions these past two years and I am happy to share them with you.

Being a person who always needed to strive for something and loves to work, being unproductive and unmotivated has really taken a toll on my mental health, which eventually led to a lot of self-loathing. For that reason I thought that having a affirmations page for motivation in the toolkit would be a great addition.


I hope this toolkit helps you the way most of these helped me.

Feel free to tweak them to your style and creativity, some of these can be used for other aspects of your life too.

Thank You for your support!

Reach out

 [www.olivecounsellinggoa.com](http://www.olivecounsellinggoa.com)

 +918857848926

by @olivecounselling